

# WRITING EFFECTIVE PROGRESS NOTES TRAINING

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**Wednesday,  
December 4, 2019  
8:00 a.m. – 4:30 p.m.**

Through case examples, videos, and small group work, counselors will learn how to write high quality progress notes. Participants will leave with tools and skills that they can put to use immediately to make this important task easier and more useful to their clinical work.

## **In this hands-on training counselors will learn:**

- How to write effective progress notes using **SOAP** or **DAP** format
- Why progress notes consist of more than what the client said
- How to include **interventions** and the client's response in notes
- Ways to craft professionally written and meaningful **assessments**
- Tips for enhancing the **plan** section of progress notes to help counselors prepare for the next session
- The **legal and ethical aspects** of writing progress notes

Meg Stoltzfus, LCPC has over 20 years of experience in counseling, clinical supervision, teaching, and program development. She enjoys helping counselors improve their documentation skills so that they can focus more on the counseling aspects of their work.

She received her M.S. in Counseling from the University of North Carolina at Greensboro. Meg is an Approved LCPC supervisor and an Approved Alcohol and Drug supervisor in Maryland.

## **WHO**

Counselors & Clinical Supervisors  
treating substance use disorders

## **WHERE**

Junior League of Baltimore  
5902 York Road  
(enter on side—Rosebank Ave)  
Baltimore, MD 21212

Free parking in the Staples lot.

## **REGISTER**

[www.megstoltzfuslcpc.com/training](http://www.megstoltzfuslcpc.com/training)

Please register by November 13

## **CEUS**

This CE program has been approved by the Maryland Board of Professional Counselors and Therapists for 6.5 Category A units.

## **COST**

\$105 single registrant

\$95 two or more from the same agency at the same time

Payment by credit card through Eventbrite

## **SPONSOR**

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Please feel free to contact sponsor with any questions.